

# Asia Society Policy Institute Internship Opportunity

**Location: Washington DC**

**Period of Internship: (January-May)**

**Announcement:**

The Washington, D.C. office of the Asia Society Policy Institute (ASPI) is seeking exceptional interns with a demonstrated interest in the social, political, and economic challenges in Asia. The selected intern will directly support the Asia Society Policy Institute’s senior leadership with their research agendas and programming in Washington, D.C. Ideal candidates will have strong research/writing skills and experience with office/event support. We are currently seeking interns in the following areas:

1. **Trade and Economics in the Asia-Pacific** – the selected candidate will work directly with the ASPI Vice President to support (with research, writing, and event coordination) a high-level initiative on the Asian trade agenda, building on previous projects to publish an Annual Trade Report in early 2019, as well assist on initiatives related to multilateral and regional trade frameworks in the Asia-Pacific. This position will also entail conducting independent research on emerging Asian economic trends and drafting talking points and speeches for the Vice President.
2. **Asia-Pacific Political Security**—the selected candidate will work directly with the Director of Political-Security Affairs and the security team to support research initiatives on Asian security strategy and regional architecture reform. This position requires a candidate who is comfortable with significant independent responsibility in coordinating with high-level current and former officials. The selected candidate will also provide writing and research support for the Director of Asian Security in drafting opeds and research articles on a wide range of security and defense issues.

In addition to supporting a substantive research agenda, all ASPI policy interns will help provide staffing support for ASPI public programming and other logistical/office functions. ASPI’s intern program incorporates regular professional development opportunities, such as the opportunity to meet policy professionals during events such as private “brown-bag” lunches



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John D. Rockefeller 3rd

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### Education and prior experience most suited for this internship:

Familiarity with Asia policy issues through previous academic study and/or internship experience; must have the ability to work independently; strong research, writing, and editing skills; excellent attention to detail; ability to meet tight deadlines; proficiency with Microsoft Excel and Social Media; flexibility with handling diverse tasks; U.S. government experience not required, but highly desirable.

Internships are **unpaid** positions. Please note that we do not provide visa support. Candidates are expected to commit to a minimum of 12 weeks, on a part-time basis of no less than 20 hrs per week.

### How to apply:

Send email with **subject line:** "Trade Internship" or "Security Internship" to [AsiaDC@asiasociety.org](mailto:AsiaDC@asiasociety.org) with the following attachments:

- 1) Cover Letter, indicating your interest in the position and the days and hours you are available to work
- 2) Resume
- 3) Writing sample (2–4 pages; abstracts are accepted) in Word or PDF format

**Applications are accepted on a rolling basis.**

**Incomplete applications will not be considered.** Due to the large volume of applications we receive, we are only able to contact those candidates selected for an interview. No phone calls, please.

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